SECRET

30 January 1968

MEMORANDUM FOR THE RECORD

SUBJECT: RAB comments on Proposed ███ Project Filing Plan          25X1A

1. Certain records in the production file will be destroyed because they are available elsewhere. Will it still be possible to determine from the project file that these records were produced? Will the project file tell us where to find these records? (FHG 1/25/68)

2. Reports Officers used to keep logs of "production" made from "agent production". These logs were generally carried by project. Also each report heading provided for "source", and an evaluation of the source. In effect, production is given to Reports Officers when another type file is kept. Another records series, if you will. I have seen production- raw reports, etc., take an entire safe. I think Ed's approach is progmatic. I can see Feed's concern, but I don't think it is of major consideration in the project file concept          25X1A
presented. Rec: Concur with ███. (RBW 1/26/68)

3. It appears that DDP is endeavoring to establish good records practices by setting up uniform filing system to make project files more meaningful' speed up reference activities. Keep current files to the minimum necessary for daily operations, and, also, will provide for well documented files for historical purposes. Sounds good to me. (RD 1/26/68)

4. Despite my reservations in Para. 1., I consider this an excellent move to manage an important records series. (FGH 1/29/68)

5. Looks fine. Everything seems to be covered. Hope it works. (LYS 1/30/68)

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Chief
Records Administration Officer

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DDS/SSS/RAB/███████ ?fms (30 Jan 68)